

APPROVED MINUTES

Personnel Commission Meeting
January 20, 2015

1.0 CALL TO ORDER

- 1.1 Chairperson Lane called the regular meeting to order at 2 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, Lawrence Lane; Vice Chairperson, Bryan Wall; and Member, James Rapoza.

Guests: C.S.E.A. Representative, Scott Mean-Hill and Abel Vargas.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of January 20, 2015 were approved.
Ayes: Wall/Lane Noes: None
Abstain: Rapoza Absent: None
- 2.2 To accept the agenda (Rapoza/Wall).
Ayes: Unanimous Noes: None
Abstain: None Absent: Rapoza

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 C.S.E.A. Representative, Scott Mean-Hill announced that C.S.E.A., Chapter 484's installation dinner will be held on January 21, 2015 at Ristorante Italiano. Mr. Michael Bilbrey, president of the California School Employees Association (C.S.E.A.) will attend the installation dinner.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 Commissioner Rapoza apologized for missing the January meeting. Then, he congratulated all the newly appointed C.S.E.A., Chapter 484 executive board members.
- 4.2 Human Resources Director's Report
 - 4.2.1 Director Cope announced that he will be attending PASSCo, February 5 through February 6, 2015 at Yolo County Office of Education.
 - 4.2.2 Training for Managers on "Leading Change," February 11, 2015.
 - 4.2.3 Classified Professional Development Series will focus on "Navigating Change," February 18, 2015; February 25, 2015; March 11, 2015 and March 18, 2015.
 - 4.2.4 Director Cope will be visiting the Santa Cruz County Office of Education's Outdoor Science School on January 28, 2015.
 - 4.2.5 Upcoming Workshops/Trainings for Personnel Directors: ACA, Sick Leave for Substitute Teachers, STRS/PERS Creditable Compensation and Classified and Certificated Layoffs.
 - 4.2.6 Director Cope informed the Commission that a new tuberculosis screening law went into effect on January 1, 2015.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted (Rapoza/Wall).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 Personnel Commission's Annual Report for 2013/2014

The 2013/2014 Personnel Commission's Annual Report was presented at the Commission meeting. The annual report was reviewed and presented as an action item.

Motion: To approve the Annual Report for 2013/2014 as submitted (Wall/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

7.2 Five-Year Annual Classification Plan

A five-year annual classification plan was presented and reviewed. Discussion followed. Currently, the Santa Cruz County Office of Education's Merit Rules state that every three to four years a review of all position classifications will be made. However, for budget purposes, the Commission, Administration and the bargaining unit agreed that Merit Rule 3.209 needs to be modified where all classifications would be studied on a regular rotating basis every six years. The Commission requested that Merit Rule 3.209 be brought back to the Commission for revision.

8.0 NEW BUSINESS

8.1 Classification/Reclassification Study Information and Calendar

On November 4, 2014, Director Cope notified all classified employees of their right to file a request for reclassification. Reclassification requests are due to the Human Resources no later than February 2, 2014. A classification/reclassification timeline was presented to the Commission.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 February 17, 2015 Regular Meeting of the Personnel Commission, 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:25 p.m.

Distribution: Personnel Commissioners
Michael C. Watkins, Superintendent
SCCOE Board of Education
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Attest: **Troy Cope**
Troy Cope, Human Resources Director